

State of Indiana
Family and Social Services Administration
Division of Organizational Development

Computer Access and Use Agreement

PLEASE READ THIS AGREEMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE DUTIES YOU MUST UNDERTAKE AND THE RULES YOU MUST ADHERE TO ONCE YOU ARE GRANTED ACCESS TO USE THE FAMILY AND SOCIAL SERVICES ADMINISTRATION (FSSA) COMPUTER FACILITIES. THIS INCLUDES USE OF PERSONAL COMPUTERS (PC'S), LOCAL AREA NETWORKS (LAN'S) AND/OR WIDE AREA NETWORKS (WAN'S). YOUR SIGNATURE IS REQUIRED AT THE BOTTOM OF THIS AGREEMENT TO INDICATE YOUR ACCEPTANCE OF ITS TERMS.

In consideration for accessing and using FSSA computer facilities, network, licensed or developed software, software maintained or operated by FSSA for other State entities, systems, equipment, documentation, information, reports, or data of any kind (hereinafter "Information"), User understands and agrees to the following rules:

1. That at all times utmost care shall be used in protecting Information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.
2. That any unauthorized access or use of Information must be promptly reported to FSSA Network Administration.
3. That Information shall be used solely for the purpose of conducting official State business, and all other use or access is strictly forbidden, including, but not limited to, personal or other private use.
4. That at no time shall User access or attempt to access any Information without having the express authority to do so.
5. That at no time shall User access or attempt to access any Information in a manner inconsistent with the approved method of system entry.
6. That all Information developed while on the job or while utilizing State facilities or resources shall be the exclusive property of the State of Indiana.
7. That all software licensed, developed or being evaluated by the State cannot be copied, shared, distributed, disclosed, sub-licensed, modified, reverse engineered, rented or sold, and that at all times User must use utmost care to protect and keep

such software strictly confidential in accordance with the license or any other agreement executed by FSSA or the State.

8. That only equipment or software owned, licensed or being evaluated by the State can be used by User. Use of personal or a third party's equipment or software at State facilities is strictly forbidden unless prior written approval has been obtained.
9. That at no time shall User's confidential computer password(s) be shared with or used by any other person.
10. That at no time shall User share or use another person's confidential computer password(s).
11. That at no time shall User leave a workstation without first ensuring that the workstation is properly secured from unauthorized access.
12. That User must report any and all violations of this agreement to FSSA Network Administration promptly upon learning of such violation.
13. That if User is found to be in violation of any of the above stated rules, he or she may face disciplinary sanctions, including a reprimand, suspension, termination from employment or criminal or civil prosecution if the act constitutes a violation of law.
14. That from time to time circumstances may require that this agreement be modified by FSSA to reflect any changes in procedure or policy. The User will be notified in writing of any changes and will be required to adhere to such changes.
15. That by signing this agreement, the User acknowledges that he or she has read, fully understands and agrees to abide by each of the above stated rules as a condition of being granted access to use Information.

User's Name: _____
(Print Name)

Signature : _____

Date : _____